

TAKE NOTE: USE ABBREVIATIONS

Students get tips for note taking in class using abbreviations

Zone In

Free Write

1. Students write as many words as possible in 1 minute.
2. Write on the board the target number of words for the group (10 times the number of students). Students don't have to worry about spelling—just quantity and speed.
3. Give the keyword NOTES. Say GO; time 1 minute. STOP.
4. Students count their words. Add everyone's total to get the total for the group. Did the group make the goal? Ask for volunteers to read their list.

Topic

Taking good notes and using abbreviations

(Materials: Abbreviations ♦♦♦)

Introduction

It's VERY helpful to take notes in every class.

Ask: Does anyone have any suggestions about how? Does anyone have problems with notes? What? Does anyone have suggestions?

Explain: Three steps to good notes: (1) Get ready (2) Listen and write (3) Review.

Get ready

- Keep a separate notebook for each class.
- Keep all class notes together.
- Write the date and class topic on every page.
- Keep assignments in a separate section with the date.

Tell students: Look at your notebooks now. Make assignment sections if you don't have them. (Allow a few minutes.)

Listen and write

- Leave space in the margin to fill in information later.
- If you missed something, mark the space with a line or question mark. Go back later to fill it in.
- Write the main points; use as few words as possible.
- Use abbreviations to save time. (See handout.)
- Know what's important. Important items are:
 - When the teacher repeats or emphasizes or says things like, "Remember this...", "Finally...", "Most important...", or "The point is ..."
 - Things the teacher writes on the board
 - Formulas, examples, ideas, dates, events, names, places, vocabulary, terms

Review

- Review notes for 10 minutes, after class, in the evening, or just before class the next time.
- Compare notes with a friend or classmate.
- Fill in missing information.

Activity

Distribute **Abbreviations** ♦♦♦. Students can work alone or in pairs. Have students compare answers. Go over any questions.

Wrap Up

Did anyone take notes on this Clinic? What did you write? What would you write? (*Should have written: 3 steps—ready, listen/write, review*).

Explain about the NOTES POOL. Suggest that students go to the **Passing Zone** and use the blank forms to rewrite notes to contribute.



CLINIC 4 ANSWER KEY

ABBREVIATIONS

Abbreviation	Meaning	Measurement or Math (check)
A.D.	Anno Domino—year of the Lord	
AWOL	absent without leave (military term)	
B.A.	bachelor of arts (college degree)	
B.C.	Before Christ	
C	Celsius (degrees, instead of Fahrenheit)	X
cal	calorie	X
cm	centimeter	X
corp.	corporation	
cu.	cubic	X
DC	District of Columbia (Washington, D.C.)	
dept.	department	
div.	division	X
Dr.	doctor	
F	Fahrenheit (degrees, instead of Celsius)	X
fl oz	fluid ounce	X
ft.	foot	X
gal.	gallon	X
Gov.	Governor	
hr	hour	X
in.	inch	X
kg	kilogram	X
km	kilometer	X
lb.	pound	X
m ²	square meter	X
m ³	cubic meter	X
mi.	mile	X
min.	minute	X
mm	millimeter	X
mph	miles per hour	X
oz.	ounce	X
pop.	population	
qt.	quart	X
sec	second	X
sq.	square	X
vol.	volume	X
vs.	versus	
wt.	weight	X
yd	yard	X



CLINIC 4 HANDOUT

ABBREVIATIONS

Abbreviations are useful for speeding up note-taking. Here are some common abbreviations. Some are also math abbreviations.

- (1) Fill in what the abbreviation means or give the abbreviation for the word shown.
- (2) Check in the column if the word is an abbreviation for a measurement or math term.

Abbreviation	Meaning	Measurement or Math (check)
A.D.		
AWOL		
B.A.		
B.C.		
C		
cal		
cm		
	corporation	
cu.		
DC		
dept.		
div.		
	doctor	
F		
fl oz		
ft.		
gal.		
Gov.		
hr.		
in.		
kg		
km		
lb		
m ²		
m ³		
	mile	
min.		
mm		
mph		
oz.		
pop.		
qt.		
Sec		
sq.		
vol.		
	versus	
wt.		
yd		